

Mission Assistant

The Hmong District of the Christian and Missionary Alliance

Location: Thornton, CO

Position Summary

The Hmong District of the Christian and Missionary Alliance (C&MA) is seeking a Mission Assistant to serve under the Mission Director in oversight of Overseas Tribal Services. This is a full-time position located in Thornton, CO.

The Mission Assistant is responsible for the day to day operations of the Overseas Tribal Services under the direction and supervision of the Mission Director and the OTS Board. He will be responsible to prepare, propose, and present plans to further the purpose of OTS ministries. He will direct, supervise, and implement the programs and activities as approved by the OTS Board and the Hmong District DEXCOM.

Specific Duties

- OTS Strategy & Leadership
 - o Cast a Vision for the Ministry of Overseas Tribal Services with the Missions director and the OTS Board.
 - o Prepare, propose, and present plans to the OTS Board of Directors.
 - o Connect with churches, individuals, and partners overseas to create opportunities for advancing Christ through humanitarian and relief efforts.
- OTS Operations & Management
 - o Oversee the day to day operations and initiatives of the Overseas Tribal Services as approved by the OTS Board of Directors and serving as an assistant to the Hmong District Mission Director.
 - o Raise funds for projects and initiatives.
 - o Direct project funds through accountable procedures for the projects intended and following through to completion.

- Compliance & Reports
 - o Ensure OTS compliance with all applicable federal, state, and local laws and IRS guidelines for non-profit organizations.
 - o Provide a quarterly and/or annual report to the OTS Board, DEXCOM, and Hmong District Annual Conference.
 - o Provide donation receipts to donors for tax purposes.
- Team Leadership and Collaboration
 - o Establish and lead a team of volunteers to assist with operations and fundraising.
 - o Collaborate with other department ministries within the Hmong District of the C&MA to advance Christ worldwide.
- Spiritual Leadership and Integrity
 - o Maintain a personal relationship with Jesus Christ, demonstrating spiritual maturity, integrity, and a heart for ministry.
 - o Uphold and represent the values, beliefs, and doctrinal positions of the Hmong District of the Christian and Missionary Alliance.
- Other responsibilities as needed to support the mission and operations of the Hmong District.

Desired Qualifications

- Minimum of a bachelor's degree
- 4+ years of Ministry or Humanitarian work experience
- Salary ranges from \$45,000 to \$50,000 per year
- Health plan (medical/dental/vision/HSA)
- 403(b) retirement plan with a percentage of employer matching
- Paid time off (vacation/holidays/personal days)
- Sick time off